Michigan Family Independence Agency				Staff / Volunteer Name										
Office of Childr	ren and Adult Licensing aution Employee File Review		1.	2.	ω	.4	5		7.	8.	9.	10.		
Facility	ution Employee i lie Keview													
Consultant	Date													
Sample Size 1. All employees hired since last	# of Employees < 1 Year	Hire Date												
evaluation 2. <u># Over Sample</u>		imo Bato												
1 year Size 1-3 All 4-30 3 31-60 6 61-90 8	# of Employees > 1 Year	Position												
Employee records shall be maintained for each information: (a) Name. (b) Verification of education where minimum (c) Work history.		-												
(d) Three references which are obtained prior to employment from persons unrelated to the employee.														
(e) A record of any convictions other than minor traffic violations.														
(f) A written evaluation of the employee's pe	erformance within a probationary period	d.												
(g) Verification of health where specified by	rule													
R 400.4114 Tuberculosis screenir The licensee shall document that each emplo more hours per week for more than 2 consect Freedom from communicable tuberculosis sh employment and shall be verified every 3 year	yee and volunteer who has contact of the utive weeks is free from communical all be verified within the 3-year perions after the last verification.	ble tuberculosis.												
R 400.4128 Initial staff orientation a	and ongoing staff training.													
												1		
Appropriate Orientation 50 hours of planned training the first year														

722 1	19 Sec. 9(1 & 2) (PA116 Amendment)							
	nvicted of a felony involving harm or threatened harm for at least 10 years prior.							
	19 Sec. 9(1 & 2 & 3) (PA116 Amendment) Proof is in file that person is not on central							\dashv
regist	registry or been convicted of child abuse or neglect.							
PA	(2) Not later than 180 days after the effective date of the amendatory act that added this section, a							
PA 531 applies o accepting mental	child caring institution shall require its staff to have ongoing education, training, and							
531 Septi	demonstrated knowledge of all of the following:							
5	(a) Techniques to identify minor children's behaviors, events, and environmental factors that may							
<u> </u>	trigger emergency safety situations.					-		
applies	(b) The use of nonphysical intervention skills , such as de-escalation, mediation conflict resolution,							
E S	active listening, and verbal and observational methods to prevent emergency safety situations.							
<u>a</u> 0	(c) The safe use of personal restraint or seclusion, including the ability to recognize and respond							
ᇢᇹ	to signs of physical distress in minor children who are in personal restraint or seclusion or who are							
ea ÷	being placed in personal restraint or seclusion.							
I ⊈ ♀	(3) A child caring institution's staff shall be trained in the use of personal restraint and							
f	seclusion, shall be knowledgeable of the risks inherent in the implementation of personal restraint							
only to facilities al health funding	and seclusion, and shall demonstrate competency regarding personal restraint or seclusion							
	before participating in the implementation of personal restraint or seclusion. A child caring							
	institution's staff shall demonstrate their competencies in these areas on a semiannual basis.							
	The state agency licensing child caring institutions shall review and determine the acceptability of the							
	child caring institutions' staff education, training, knowledge, and competency requirements required							
	by this subsection and the training and knowledge required of a licensed practitioner in the use of							
	personal restraint and seclusion.							